

PERSONNELWorkers' Compensation/Unemployment Compensation**A. Workers' Compensation-General**

The "Worker's Compensation Notice" shall be given to all employees by the Department of Human Resources for the required signature prior to employment.

When possible, the school nurse or designee will administer first aid to the injured employee, and advise if further medical treatment is necessary. The nurse or designee shall maintain appropriate documentation of all treatment administered. The school nurse or designee shall provide the employee with a choice of physicians. The nurse or designee shall provide the employee a copy of the "Appraisal of Physical Condition" to be completed and returned to the Alvin York Bandy Administrative Complex by the physician.

Within 24 hours of a work related accident the principal/supervisor shall complete "Employer's First Report of Accident" and fax it to the VML Insurance Office: 1-804-273-0560.

In the case of a work related death(s) or health hazard that results in hospitalization of five or more employees, the Assistant Superintendent for Finance shall be notified by the principal/supervisor as soon as is reasonably possible by telephone in order to comply with the State Law.

Each establishment must have the poster "Job Safety and Health Protection for Public Employees" displayed in a prominent place.

Any employee who is injured on the job shall be paid in full on the day of the accident with no charge to the sick leave of the employee. Each day thereafter, shall be either charged to the employee's sick leave (not to exceed 5 days per injury) or per diem salary deducted.

Worker's Compensation-OSHA

Each establishment (school/transportation/maintenance building) shall maintain OSHA Forms 300 and 300A, Log and Summary of Occupational Injuries and Illnesses. The report period shall be on a calendar year basis with the Form 300A

PERSONNELWorkers' Compensation/Unemployment Compensation

summary sheet posted during the period of February 1 through April 30 on an employee bulletin board.

PERSONNELWorkers' Compensation/Unemployment Compensation

The OSHA Logs shall be maintained and retained for five (5) years following the end of the calendar year to which they relate. Logs shall be available for inspection and copying by representatives of the Department of Labor, the Office of Health and Human Services, and the Commonwealth of Virginia.

Workers' Compensation-Contagious and Infectious Diseases

Follow above procedures and then reference Policy and Regulation 5-9 and 5-9.1.

B. Unemployment Compensation

Each employee is considered an employee of the school board. All correspondence concerning unemployment must be forwarded to the school board office for completion.

Each work site shall have the VEC-B-29 and VEC-B-29A posters displayed in a prominent place.

Editor's Note

See also Stafford County Public Schools Workers' Compensation Program

Legal Reference: Through June 30, 2002

Worker's Compensation, Va. Code of 1950, as amended, §65.2-100 et seq. Notes from the Workers' Compensation Commission.

Approved by Division Superintendent:	September 11, 1979
Amended by Division Superintendent:	August 25, 1980
Amended by Division Superintendent:	August 11, 1981
Amended by Division Superintendent:	September 1, 1982
Amended by Division Superintendent:	May 8, 1984
Amended by Division Superintendent:	June 9, 1992
Amended by Division Superintendent:	December 1, 1993
Amended by Division Superintendent:	October 1, 1994
Amended by Division Superintendent:	August 26, 1997
Amended by Division Superintendent:	January 25, 2002

PERSONNEL

Workers' Compensation/Unemployment Compensation